



Columbus Civil Service Commission
50 West Gay Street, Room 600
Columbus, Ohio 43215

Request to Withdraw From An Eligible List

In order to withdraw from the selection process, you must complete this form and submit it to the Civil Service Commission.

Be sure to complete all the information requested below. Please print clearly.

Social Security Number: _____

Name: _____
(Last) (First) (Middle)

Address: _____

Applicant for the position of: _____

Grade Band or Rank on Eligible List: _____

I am presently on the eligible list for the position indicated above and I am requesting that:

☐ My name is **temporarily withdrawn** from the current eligible list/selection process, according to Civil Service Rule VIII(E), until I further notify the Civil Service Commission or the **expiration of the eligible list**.

- I understand that I shall not be certified for possible appointment until I have completed all steps of the selection process and that as a result of this temporary withdrawal, my consideration for appointment to a position may be delayed. I further understand that the temporary withdrawal may even result in my failure to be considered for appointment. Finally, I understand that upon re-entry into the process, I will be scheduled for the next available phase of the selection process.
- I understand that each eligible applicant is permitted only one temporary withdrawal during the life of the eligible list.
- I understand that in the event that I choose to re-enter the selection process, it is my responsibility to notify the Certification Unit, Civil Service Commission, in writing, at 50 West Gay Street, 6th Floor, Columbus, Ohio 43215 or to fax my request to the Civil Service Commission at 614/645-8334.

☐ My name is **permanently removed** from the current eligible list/further consideration for the above position pursuant to Civil Service Commission Rule VIII(E).

- I understand that once I have permanently withdrawn from the current eligible list/selection process, my name will not be considered or processed further.
- I further understand that I will not be certified for possible appointment and my name cannot be restored to the current eligible list, selection, or certification process.

Candidate Signature: _____ Date: _____

FOR CIVIL SERVICE COMMISSION USE ONLY

Date Division Notified: _____ Initials: _____